



Human Resources

DATE POSTED: June 2, 2006

REQ. # 06-142

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **06-2-2006** TO **06-08-2006**, but will remain open until filled.

DEPARTMENT/DIVISION
PURCHASING

POSITION AVAILABLE
PURCHASING DIRECTOR

OF OPENINGS
1

STARTING SALARY
\$57,416.32/year

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 585
PAY GRADE EX2
SALARY : \$57,416.32 - \$92,273.17
PURCHASING DIRECTOR

MAJOR FUNCTION: Responsible technical and administrative work in purchasing a wide variety of supplies, materials, and equipment for County departments.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of purchasing practices, principles, methods, and procedures. Knowledge of laws, rules, and regulations governing purchasing operations. Knowledge of the grades and qualities of commodities, market practices, price trends, pricing methods, and sources of supply. Knowledge of accounting principles as they relate to procurement and maintenance of purchasing records.

Abilities: Ability to prepare written and oral reports concerning purchasing practices. Ability to establish and maintain pleasant relations with vendors, associates, departmental officials, and the general public. Ability to supervise a staff of clerical and warehouse employees engaged in the purchasing operations.

Skills: Familiarity with Word Perfect, Quattro Pro and on-line query systems an added plus.

ESSENTIAL JOB FUNCTION: Plans, directs, and coordinates the maintenance of records pertaining to specifications and costs to determine price trends. Assures that departments receive top quality merchandise for the most favorable prices. Insures that all purchases made by the department are in accordance with purchasing laws and policies adopted by the Board of County Commissioners. Develops new procedures and make assignments to subordinates. Interviews vendors, salespeople, and department heads concerning the purchase of supplies and equipment. Drafts specifications for major commodities purchases. Recaps bids and make recommendations as to the lowest and/or best bid. Recommends new materials, methods, products, procedures, and services to departments. Maintains a system of accounting to insure prices on invoices are in accordance with purchase contracts and agreements. Maintains equipment specification files and catalogues. Prepares reports concerning cost, quality, quantity, standardization and price trends. Prepares legal advertisements, formal bid invitations, and correspondence. Conducts surveys and compiles statistical reports on various phases of the County's purchasing program. Develops, submits, and administers departmental budget. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Occasional walking and frequent standing.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work, carpal tunnel syndrome.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from an accredited college or university with a degree in Business Administration, Public Administration or related field. MBA preferred.

EXPERIENCE: Five years of responsible experience in purchasing, three of which shall be of a supervisory nature. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATIONS: Valid Florida driver's license may be required - good driving record. Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manger (CPM) certification is preferred but may be waived based on experience and education.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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